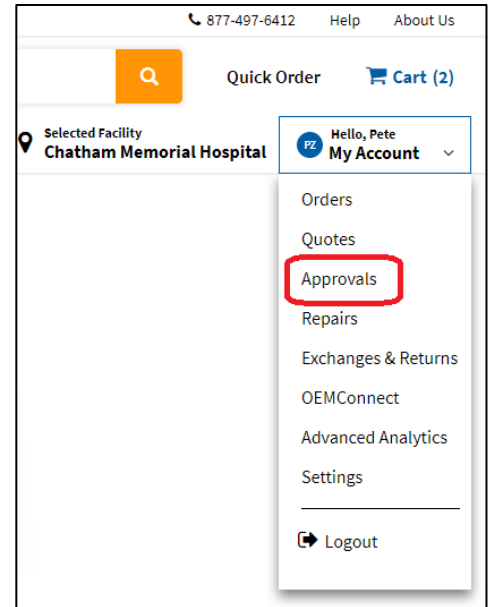


Approving an Order

Quick Reference Guide

1. From your web browser, navigate to <https://www.partssource.com>.
2. Click **Sign in** in the upper-right corner of the screen.
3. On the logon page, enter your account credentials and click **Sign In**.
4. From the home page, click **My Account | Approvals**. The **Approvals** screen is displayed.



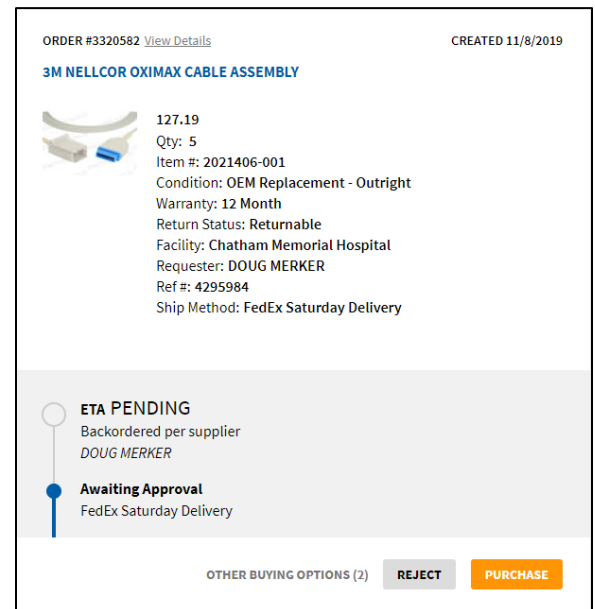
Note: The **Approvals** screen can be displayed in **Card View** or **Table View**.

You can toggle between these two views by clicking the **View** icon.

Card View is recommended and is used in the steps below.

 A small screenshot showing the 'View' toggle. It has a 'View:' label, a grid icon (selected and highlighted with a red box), a magnifying glass icon, and a gear icon.

5. Find the card for the order you've been asked to approve.
6. Click **View Details** to review information about the item. The **Order Details** screen is displayed.
 - a. Review the Shipping Information, including the shipping method/priority. Click **Edit** to change the shipping information for this order.
 - b. Click **Other Buying Options** (if available) to review other purchase options for this item. If you'd like to select a different option, select it and click **Update** Item.
7. Click **Back to Approvals** to return to the **Approvals** screen.
8. Decide to approve or reject the order:
 - **If you approve of this order:** Click **Purchase** (displayed if the item is within your spend limit) or **Approve** (displayed if the item is not within your spend limit).
 - **If you do NOT approve of this order:** Click **Reject**.



Note: In **Table View**, you can show/hide additional information about the order by hovering over the **Settings** icon and selecting **Show/Hide Columns**.

